

## The Division of Personnel Security and Access Control The Personal Identity Verification Process (PIV Process) Steps

### NIH Expiring Badge Holder Procedure

Please follow these steps to renew your NIH ID badge. If your fingerprint results are favorable, you will receive your badge within 3-5 business days after your Personnel Security appointment.

1. **Schedule a badge renewal appointment.**
  - Call Personnel Security at 301-496-0051 to schedule your appointment.
2. **On your appointment day:**
  - a. Bring these documents:
    - 1) A completed [HHS ID Badge Request Form, Section A](#) (or complete during your Personnel Security appointment)
    - 2) Two forms of identification (one must be a federal or state-issued photo ID)
  - b. Complete the process:
    - 1) Personnel Security will take your fingerprints
    - 2) Personnel Security will take your photograph
3. **Watch for an e-mail titled 'ORS e-QIP'.**

e-QIP is the Electronic Questionnaires for Investigations Processing. This secure website allows you to complete the personnel investigation form(s) online. Complete your e-QIP forms **within 7 business days** and print your e-QIP Signature Form as directed.

  - To complete e-QIP you will need your employment, education and residence history, and personal references, for the past five years
  - Foreign national applicants without a social security number must manually complete their personnel security investigation forms
4. **Deliver your required, signed forms** to Personnel Security in building 31, 1B03.
  - a. e-QIP Signature Form(s)
  - b. OF 306 – employees and contractors
  - c. OF 612 – employees only
5. **Watch for an e-mail titled 'PERSONNEL SECURITY BRANCH-NIH BADGE AUTHORIZATION'.**

After your fingerprint check, Personnel Security will notify you by e-mail that your badge is ready for pick up in building 31, room 1B03.

  - If you do not receive a badge authorization e-mail from Personnel Security within five days after being fingerprinted, please send an e-mail request titled 'Badge Status Request' to Mr. Kontos at [kontostergiosa@mail.nih.gov](mailto:kontostergiosa@mail.nih.gov).)

## **The Division of Personnel Security and Access Control**

### **The Personal Identity Verification Process (PIV Process) Steps**

#### **New NIH Personnel Procedure**

Please follow these steps to get your NIH ID badge. If your fingerprint results are favorable, you will receive your badge within 3-5 business days after your Personnel Security appointment.

1. **Make your Personnel Security appointment.**  
New personnel or Institute representatives may call 301-496-0051 to make the appointment. For new personnel attending Entry On Duty (EOD) Training, the Office of Human Resources will coordinate your appointment.
2. **On your entry on duty (EOD) day or on your Personnel Security appointment day:**
  - a. Bring these documents:
    - 1) [HHS ID Badge Request Form](#), (or complete during your Personnel Security appointment)
    - 2) Two (2) forms of identification (one must be a federal or state-issued photo ID)
  - b. Complete the process:
    - 1) Personnel Security will take your fingerprints
    - 2) Personnel Security will take your photograph
3. **Watch for an e-mail titled 'ORS e-QIP'.**  
e-QIP is the Electronic Questionnaires for Investigations Processing. This is a secure website which allows you to complete your personnel investigation forms online. Complete your e-QIP forms **within 7 business days** and print your e-QIP Signature Form as directed.
  - a. To complete e-QIP you will need your employment, education and residence history, including personal references, for the past five years
  - b. Foreign National applicants without a social security number must manually complete their personnel security investigation forms
4. **Deliver your required, signed forms to Personnel Security in building 31, 1B03.**
  - a. e-QIP Signature Form(s)
  - b. OF 306 – employees and contractors
  - c. OF 612– employees only
5. **Watch for an e-mail titled 'PERSONNEL SECURITY BRANCH-NIH BADGE AUTHORIZATION'.**  
After your criminal history check, Personnel Security will notify you by e-mail that your badge is ready for pick up in building 31, room 1B03.
  - If you do not receive a badge authorization e-mail from Personnel Security within five days after being fingerprinted, please send an e-mail request titled 'Badge Status Request' to Mr. Kontos at [kontostergiosa@mail.nih.gov](mailto:kontostergiosa@mail.nih.gov).)

## **New NIH Personnel Procedure – Summer Students**

Please follow these steps to get your NIH ID badge. You will receive your ID badge on the same day you are processed by Personnel Security.

**1. Make your Personnel Security appointment.**

Please call 301-402-9758 to schedule an appointment. Appointment times are Tuesday through Thursday, 8:30 – 11:00 a.m.

**2. On your appointment day:**

- a. Bring two (2) forms of identification (one must be a government issued photo ID)
- b. Bring your completed Checklist
- c. Complete the process:
  - 1) Complete Section A the [HHS ID Badge Request Form](#)
  - 2) Complete the top portion of the [Badge Authorization Form for Students and Clinical Fellows](#)
  - 3) Personnel Security will take your fingerprints

**3. Pick up your NIH ID badge.**

After your criminal history check, Personnel Security will sign and issue you the Badge Authorization form for Students and Clinical Fellows. Take this form to one of the Badge Centers (building 31, room 1B03 or building 31, room B3B04) for your ID badge issuance.

**Contact Information:**

Helpdesk: 301-402-9755 or [orspersonnelsecurity@mail.nih.gov](mailto:orspersonnelsecurity@mail.nih.gov)  
Appointment Line: 301-496-0051  
Hours of Operation: 7:00 a.m. to 5:00 p.m. Monday to Friday  
Walk-ins from 2:00 p.m. to 4:00 p.m. Monday to Thursday  
(excluding EOD Day)